Dun & Bradstreet’s Contractor Management Portal

SYSTEM USER GUIDE
Introduction

The Contractor Management Portal is a simple Web interface that allows S&L government agencies or vendors wishing to do business with state and local agencies to purchase an SQR (Supplier Qualifier Report) or IBIR (International Business Information Report) in countries where a SQR report is not available, via a Credit Card Transaction.

This enables agencies to automate supplier registration, vet and evaluate existing and potential new suppliers.

For additional help, please contact your D&B Government Representative, or contact D&B’s Customer Service Center at 800-424-2495.

TO ACCESS THE D&B’S CONTRACTOR MANAGEMENT PORTAL (CMP), PLEASE CLICK ON THE BELOW LINK OR CUT AND PASTE THE FOLLOWING URL INTO YOUR BROWSER:

https://supplierportal.dnb.com/webapp/wcs/stores/servlet/SupplierPortal?storeId=11696
Click on “Find Your Company”

Dun & Bradstreet Government Solutions Contractor Management Portal

WELCOME

D&B's Contractor Management Portal (CMP) allows for a contracting agent to perform supplier evaluations responsibility determinations by purchasing a Supplier Qualifier Report on an existing or potential vendor. This portal is also available for use by a contracting vendor, who wants to submit their own company’s Supplier Qualifier Report to a government agency for consideration. To begin your state contractor evaluation or vendor verification process, please register as a new user on the left hand side of this page.

Please call D&B's Gold Service at 800 424-2495 with any questions.
Seven Easy Steps

1. FIND YOUR COMPANY
2. SELECT FROM CANDIDATE LIST
3. CONFIRM YOUR COMPANY
4. ENTER REPORT RECIPIENT INFORMATION
5. ACCEPT LICENSE AGREEMENT
6. CREDIT CARD PAYMENT
7. VIEW PRINT RECEIPT AND REPORT
Enter your Company Name, Address, City and State; or if you have your Company D-U-N-S Number enter the 9 digit number & click “Search”
From the search results select the company you want the report on and view company details. If you do not see a match click change search criteria.

*NOTE: IF YOU CANNOT LOCATE YOUR COMPANY, PLEASE CALL DUN & BRADSTREET'S GOLD SERVICE AT 800.424.2495
CONFIRM YOUR COMPANY

Click “Confirm Selection” if this is the company you want your report on.
Important: Please enter the name, address, and e-mail information for the individual you want to receive a copy of the D&B report. Note: For username, enter full name of report recipient.
Check box and click “confirm” to accept license agreement and move to credit card information screen.
The information on this page should come from the user who is paying for the report. The required fields should represent the information from the user's credit card and their billing address to complete the transaction.

Provide your Billing and Credit Card Information

Card Type *
Card Number *
Expiration Date *
CW/CID *
First Name *
Last Name *
Billing Address 1 *
Billing Address 2 *
City *
State *
Zip/Postal code *
Country *

* required fields
REMEMBER TO VIEW AND PRINT A COPY OF YOUR RECEIPT AND YOUR SQR REPORT

What to do next? Important

View and Print Your Receipt

View and Print Your SQR Report
Special Notes

- When the credit card order is confirmed it is always charged immediately
- In the event that a report is not available, call D&B’s Gold Service at 800 424-2495
  - If an investigation is needed, that normally takes between 5 to 7 business days
- Once the report becomes available, it will be automatically delivered
- There is no additional charge for this routine investigation